

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST Kampala	2. AGENCY CDC	3a. POSITION NO. 358201 101384
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3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. ☐ Yes ☒ No

4. REASON FOR SUBMISSION

- ☒ a. Reclassification of duties: This position replaces
 Position No. 101384 Chauffeur (Title) 1015 (Series) FSN-3 (Grade)
- ☐ b. New Position
- ☐ c. Other (explain) _____

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	Public Health Specialist; 550	FSN-10	AFRCC: MHB	6/22/2021
b. Other				
c. Proposed by Initiating Office	Emergency Management and Response Specialist			

6. POST TITLE POSITION (if different from official title) Outbreak Coordinator	7. NAME OF EMPLOYEE
8. OFFICE/SECTION US Embassy Kampala	a. First Subdivision Centers for Disease Control and Prevention
b. Second Subdivision Division of Global Health Protection	c. Third Subdivision
9. This is a complete and accurate description of the duties and responsibilities of my position. _____ Typed Name and Signature of Employee Date(mm-dd-yy)	10. This is a complete and accurate description of the duties and responsibilities of this position. _____ Typed Name and Signature of Supervisor Date(mm-dd-yy)
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. _____ Typed Name and Signature of Section Chief or Agency Head Date(mm-dd-yy)	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. _____ Typed Name and Signature of Human Resources Officer Date(mm-dd-yy)

13. BASIC FUNCTION OF POSITION

Incumbent serves as the Global Health Security (GHS) Outbreak Coordinator for the Centers for Disease Control and Prevention Uganda office. The position is responsible for public health emergency management and response activities, primarily infectious disease outbreaks, but also including natural, accidental and intentional disasters with public health implications. The incumbent serves as a key advisor to the Division of Global Health Protection (DGHP) Program Director on public health emergency management and response activities in Uganda and in support of the Global Health Security Agenda. The incumbent serves as the primary liaison between the Centers for Disease Control and Prevention Uganda and the Ministry of Health (MOH), the Public Health Emergency Operations Center (PHEOC), other Government of Uganda (GOU) entities, collaborating US

Government (USG) agencies (United States Agency for International Development, Department of Defense, State Department), non-governmental organizations, and the Centers for Disease Control and Prevention headquarters (HQ). The incumbent participates in identifying and prioritizing emergency management and response activities in order to strengthen national, regional and district level public health response capacity and maintain a highly functional Public Health Emergency Operations Center (PHEOC), and incident command system in Uganda. The incumbent will report directly to the Division of Global Health Protection Program Director.

14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

Coordination of Emergency Management Program (50%)

The incumbent will serve as CDC Uganda's primary point of contact for activities pertaining to public health emergency preparedness and response. The incumbent will proactively liaise with collaborating USG Agencies (USAID, DOD, State Department, NIH), CDC program personnel, multilateral organizations (WHO, UNOCHA, UNICEF, etc.), GOU entities, and other partners to facilitate emergency awareness, planning, preparedness, response, recovery and mitigation efforts as directed by the CDC Uganda Division of Global Health Protection (DGHP) Program-Director. The incumbent will ensure coordination between CDC Uganda and relevant stakeholders for outbreak and emergency response activities by participating in Ministry of Health Public Health Emergency Operations Center meetings and keeping CDC/US mission leadership and subject matter experts abreast of emergency management and response activities. The Outbreak Coordinator will also participate in the planning and management of emergency management and response training programs, protocols, exercises, and drills for personnel involved in national and district level response efforts.

In collaboration with the Ministry of Health (MOH) and partners, the incumbent participates in identifying and prioritizing emergency management and response activities to strengthen national and district-level public health response capacity. The incumbent is expected to stay abreast of the region's current state of preparedness for complex, international public health emergencies in order to support the Uganda MOH Public Health Emergency Operations Center during the event of activation and to support its functionality and workforce capability in anticipation of an activation. The incumbent provides coordinated training, mentorship, and technical assistance to strengthen the overall capacity of the MOH Public Health Emergency Operations Center and Incident Command Systems.

Technical Assistance and Reporting (35%) The incumbent represents CDC Uganda on institutional committees at national and international emergency management and response meetings, conferences, and other fora. The incumbent serves as a liaison for emergency management with CDC subject matter experts based in Atlanta, other USG agencies (USAID, DOD, State Department, NIH, etc.), the Uganda Ministry of Health, Non-Governmental Organizations (NGO) and the World Health Organization (WHO).

The Outbreak Coordinator will provide technical assistance in coordination with subject matter experts to develop and strengthen public health emergency operational plans and Standard Operating Procedures (SOP) with partnering agencies, the MOH, and the Public Health Emergency Operations Center. The incumbent will proactively identify training, mentorship, and technical assistance opportunities to strengthen incident command systems in preparation and during an activation.

The incumbent also provides technical assistance to the CDC Uganda office and its GHSA implementing partners on public health emergency management program planning and implementation. The incumbent supports the development of partner program activities, strategies, and workplans to meet broader Global Health Security Agenda programmatic objectives. The incumbent will serve as a Lead Activity Manager for at least one CDC global health security cooperative agreement. The incumbent will serve as an official Project Officer as a Direct Hire Foreign Service National. This role oversees from one to two cooperative agreements as the country level

representative of the Grants Management Officer. Provides high level facilitation to assist implementing partners in overcoming policy or programmatic challenges and coordinates with technical and administrative staff to monitor work plan progress, ensure quality of technical and budget reviews, and follow up as needed on timely submission of required reporting, carryover requests, funding restrictions, and audit reports with the CDC Cooperative Agreement Specialist. Country Director signature is required on funding documents such as form 1385.

The Outbreak Coordinator prepares required quarterly, semi-annual, annual progress reports, and other ad hoc reports as requested by CDC DGHP Program Director, CDC HQ programs, and other USG Agencies. The Incumbent responds to informational requests and prepares program specific materials for briefing of visitors, US Mission personnel, etc. The incumbent prepares reports on gaps and needs for the CDC Uganda country office and prepares briefings on significant events and relevant research necessary for leadership decision-making.

Administrative Management (15%)

The incumbent is responsible for providing oversight and monitoring budgets allocated to emergency management and response program activities under the global health security cooperative agreements. This includes reviewing implementing partner budget requests for appropriateness, monitoring use of funds for adherence to proposed activities, ensuring quarterly pipeline reviews/budget status reports are completed, following up on irregular findings, providing advice for realignment of budgets, etc.

The incumbent maintains files and records pertaining to activities/programs for which they are responsible. Program files include, but are not limited to, reports, meeting summaries and minutes, copies of all grants/cooperative agreements/contracts, research determinations, panels, and awards, etc. The incumbent is responsible for data integrity and security of information in reporting databases, particularly pertaining to the protection of personally identifiable information. Whenever possible, these records will be filed electronically for recordkeeping purposes. The incumbent participates in planning for CDC and US Mission visits and serves as spokesperson as required. The incumbent also serves as control officer for site visits for agency and inter-agency senior-level officials.

Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education:

Master's degree in Medicine, Public Health, Laboratory Sciences, Informatics or Epidemiology is required.

b. Prior Work Experience:

A minimum of three years public health experience in a field directly related to emergency management, outbreak response, and/or epidemiology is required.

c. Post Entry Training:

Incumbent is required to attend professional seminars, online training, and on-the-job training to expand knowledge, skills and abilities in outbreak response, behavior change, clinical care and treatment, program evaluation, practices, procedures, and administrative and fiscal management. Trainings will vary in length and the incumbent will coordinate with supervisor to identify educational opportunities and timelines during onboarding. The incumbent is also required to complete agency specific training, including but not limited to: leadership development training and training related to grants/contracts/cooperative agreement management.

d. Language Proficiency: *(List both English and host country language(s) proficiency requirements by level and specialization)*

Level IV (Fluent) speaking/reading/writing of English ability is required.

e. Job Knowledge:

The incumbent must have knowledge and experience in field epidemiology, outbreak response, biosafety/biosecurity, and overall management of public health emergency response programs.

The incumbent must have a general knowledge of the local emergency management processes and/or systems and the role of the Uganda MOH and the Public Health Emergency Operations Center in public health emergencies. The incumbent should have a good working knowledge of global public health preparedness methodologies.

The incumbent must have extensive knowledge of the development of emergency management and response program goals and objectives, the sequence and timing of key program events and milestones, knowledge of the development and implementation of capacity and program assessments, and methods for evaluating program accomplishments. S/he must have extensive knowledge of global public health activities and strategies, including advanced knowledge of the Incident Command System framework (ICS).

The incumbent must also demonstrate an awareness of safety hazards in the work environment; working knowledge of administrative, budgetary, procurement, and travel issues related to government purchasing and funding guidelines.

f. Skills and Abilities:

Position requires a highly innovative and well-trained public health professional with strong leadership and interpersonal skills to work with all levels of staff in a team setting to accomplish program goals. A high level of oral and written communications skills is required in order to convey program progress, technical requirements and to influence other collaborative organizations engaged in emergency management and response programs to adopt appropriate strategies for their program activities. Strong working knowledge of computer software programs such as Microsoft Office is required. Demonstrated typing proficiency at 40 words per minute or higher. Ability to gather, analyze and interpret quantitative data, provide factual and interpretive reports and communicate findings to a variety of audiences is required. Demonstrated ability to work collaboratively and effectively in a high-performance environment under tight deadlines is required.

The incumbent must also have skills in diplomacy in order to work effectively with the Ministries of Health (MOH), World Health Organization (WHO), United Nations Office of Coordination of Humanitarian Affairs (UNOCHA), United Nations Disaster Assistance Coordination (UNDAC), Department of State (DOS), Embassies and international public health entities

16. POSITION ELEMENTS

a. Supervision Received:

Directly supervised by the Division of Global Health Protection (DGHP) Program Director.

b. Supervision Exercised:

None.

c. Available Guidelines:

Incumbent must adhere to CDC Uganda oral and written procedures and policies in addition to US mission standard operating procedures and policies. Department of State, Department of Health and Human Services and governing federal acquisition and logistics regulations must be reviewed and understood by the incumbent.

Incumbent must also follow the U.S. Government and host government public health and research rules, regulations, and policies issued both in writing and orally. Incumbent must also abide by specific financial regulations, agency-specific procurement regulations and requirements for developing and implementing grants, contracts, and cooperative agreements.

d. Exercise of Judgment:

The incumbent is expected to exercise independent, professional judgment on the quality and effectiveness of emergency management and response programs. Incumbent's professional judgment is used to recommend and develop strategies for optimum cooperation with the implementing partners of the USG, as well as senior level staff of other agencies that are involved in providing EMR related services and activities. Position is required to detect, amend and re-direct practices that are not consistent with the goals and any protocols established by the CDC Uganda DGHP Program.

The incumbent is expected to exercise strong diplomacy skills in his or her interactions with internal and external partners. He or she will be expected to exercise sound judgement when handling sensitive outbreak related information.

e. Authority to Make Commitments:

None.

f. Nature, Level, and Purpose of Contacts:

Close and frequent interaction with DGHP Program Director and Deputy Director regarding resources needed for meeting emergency management and response objectives. Contacts are at all levels within the U.S. Mission, particularly with DGHP program staff as well as others across agencies who provide support the DGHP program. Cooperating DGHP partners, NGOs, WHO, and host government officials at the mid to upper management level for coordination, technical assistance, and programmatic support. The incumbent develops collaborations, provides consultations and builds implementation and evaluation capacity for the partners supporting DGHP programs with focus on emergency management and response activities. These discussions are highly technical and involve procedures and practices that will obtain required program results.

g. Time Expected to Reach Full Performance Level:

Six months.